

3137725

Irish Support and Advice Service
Accounts
as at
31st March 1998



Irish Support and Advice Service

Officers and Professional Advisers

The Members of the Committee:-

Chair:

Michael Feerick

Vice Chair:

Bob Mulcahy

Treasurer:

Kevin O'Byrne

Trustees:

Adrian Jones
Tony Hennessy
John Reid
Kay Curtin
Jean Mullane
Kevin Nolan

General Members:

Alice Kennedy
Fr. Bob Dunn
Jacqui Reid

Company Secretary:

Patrick McNally

Company Number:

3137725

Charity Number:

1053278

Registered Office:

The Irish Centre
Black's Road
Hammersmith
London
W6 9DT

Auditors:

Michael Bell & Co.
56 St. James's Street
Walthamstow, E17 7PE

Bankers:

Allied Irish Bank plc
Sovereign House
361 King Street
Hammersmith
London, W6 9NA

Solicitors:

Cliona O'Tuama
Hamilton House
1 Temple Avenue
London, EC4Y OHA

Irish Support and Advice Service

Trustees Report for the year ended 31st March 1998

On behalf of the Trustees of the Irish Support and Advice Service, I am pleased to report to you, our members, supporters and well-wishers notable progress during the past financial year ending 31st March 1998.

Before I recount the fruits of our work and the activities and goals to which we have addressed ourselves through the past year, I would like to outline for those of you less familiar with the charity the objectives of the organisation.

Objectives of the Irish Support & Advice Service

Our charity was established for the purpose of relieving poverty and distress among Irish immigrants to the United Kingdom with particular regard to:

- 1) Assisting immigrants where required to find suitable employment and accommodation in the U.K.
- 2) Endeavouring to supply the material and emotional support required by each immigrants in need.
- 3) Assisting Irish and other immigrants to obtain the benefit of the statutory and voluntary support networks available.
- 4) Providing information generally for immigrants with regard to social and recreational activities.
- 5) Advising and assisting immigrants in connection with repatriation.
- 6) Assisting persons in difficulty or need generally without regard to race, religion, colour, gender, sexual orientation, class or disability.

Of all the demographic profiles, the two which we deal with on the most regular basis are young people, often those recently arrived unprepared from Ireland and Irish immigrants who came from Ireland in the 40's and 50's working in manual labour.

Today, most of these people are of retirement age and a most unacceptable percentage have little provision for the future. Alone, friendless and in poverty, there is perhaps no single group of Irish people world-wide who face such isolation and marginalisation. Within this group, ISAS has focused its Outreach Program. Such is the need in this quarter that we aim to substantially increase our activity within this area in the coming years.

Review of Developments, Activities and Achievements

After 8 years service as Director of the Service, Paul Murphy left our employment to start a new London Initiative called Irish Employment and Training Agency.

Founded as a welfare bureau in 1974, the ISAS Charity is now constituted as a company limited by guarantee incorporation on 14th December 1995.

Irish Support and Advice Service

Trustees Report - continued

We would like to thank Paul for his many years of dedicated service and wish him every success in his new role. In the summer of 97, the Committee took the opportunity to instruct an independent Management Consultant to assist them in a thorough review of the Charity's activity believing that a complete re-assessment of any charity is due every five years or so. The report was most worthwhile providing the committee with unambiguous and clear recommendations, giving the charity a new sense of purpose and direction. Towards the end of the year, we successfully recruited a General Manager, Mr Jonathan McCafferty in succession to Paul Murphy and embarked upon a series of structural changes. Jonathon previously worked as the Director of the Harrow Crossroads with Outreach and with the St. Mungo Association where he held the position of Corporate Administrator. Jonathon's experience in private sector fund raising has already been of great assistance to the Charity.

Core Frontline Work

The core work of the charity that of a front line advice agency has continued to grow from strength to strength. This part of our service is supported principally by grant aid from the London Borough of Hammersmith & Fulham and by the Irish Government through the DION Committee. With over 8,400 personal callers and as many telephone enquiries seeking advice, information and support in the past 12 months, our four front line workers have a pivotal role to play in providing support, guidance and advocacy to the Irish Community in West London. With staff skilled and experienced in housing, employment, welfare rights and social work, we are able to execute high quality case work support and refer to the appropriate local resource or in some cases provide long term support.

Outreach work

Thanks to a very generous response from private donors and commercial sponsors, including the Jefferson Smurfit Foundation, we have continued our innovative outreach work throughout the year. We have sought out the most distressed members of the West London Irish community, those who live out their lives in social isolation, want and despair. These people are most frequently called the "Lost Generation", people who came to England to help build London's post war economy. Not all have enjoyed the material success they hoped for, and lack both family near at hand, and often the means and mobility to visit their kith and kin in Ireland. There are over 10,000 elderly Irish people living alone in West London. These people desperately need our help in combating a very lonely existence.

Our Outreach Worker, Shane Brennan, provides strong case work support, frequently on elemental matters such as registering with a doctor, making contact with long lost family members, resolving landlord and tenants disputes and preventing evictions. We have formed a Retired Irish Worker's Club, where elderly people may gather together and combat loneliness with occasional social outings to the seaside during the summer days. Our parties on feast days, such as Christmas and St. Patrick's Day have proved to be very popular, and are much appreciated by the more senior members of the Irish community as are our less frequent summer day trips. Our Newsletter enjoys a wide circulation at all venues where lonely Irish people may be found - launderettes, day centres, pubs, church halls and cafes.

Irish Support and Advice Service

Trustees Report - Continued

Fundraising

Apart from our solicitation of large private donations from foundations, corporate and wealthy individuals to support the expansion of our Outreach work (and we hope to announce the successful conclusion of a major fund-raising initiative very shortly) we have embarked on many smaller initiatives.

In early 1997, we embark upon a marathon sponsorship program as a Gold Bond holder, where with paying a deposit we receive six places guaranteed for the next four years. We were particularly delighted that due to the support of others involved in the London Marathon we were able to field 23 runners in all raising £7,000 in sponsorship. We offer our sincere thanks to all involved and look forward to your continued support for this occasion in the coming year.

Community Development

Thanks to funding from the City Parochial Foundation and the Ireland Fund of Great Britain, we were able to supplement the Community Care Contract funding which we have been receiving for the past two years. This enabled us to have the Community Care Development Worker continue working full time for the first 6 months of the year and enabled our three separate groups, those for elderly, women, and for those with mental health problems to continue and function satisfactorily. The vulnerable Irish people assisted by the work of the Group Leaders and by other members of the group have greatly appreciated the development of those new services.

During the year we have continued to support the Hammersmith and Fulham Irish Pensioner's Group who recently moved from MacBeth Street into the Irish Centre. The group meet here weekly for 3 hours and now have a membership of over 30 and an average attendance of 25 pensioners a week. New pensioners continue to make contact and join the group from referrals of the ISAS staff.

Increasing focus on Volunteers

We are very conscious that one of the very best ways of developing the service is to work with the many volunteers who regularly offer their services for free. For instance, the presence of volunteers running the front desk position in the foyer of the Irish Centre is a great success of Irish community action. ISAS are responsible for this and we get a £11,000 reduction in our annual rent and service charges bill of £20,000 for providing this service. Volunteers from the Irish Support and Advice Service set up the main hall for the pensioners, provide secretarial and administrative assistance, and assist in the care taking of the Irish Centre and help out in a variety of other ways.

For our most dedicated volunteers, we were delighted to make nominal reimbursements of expenses during the year. Gaps in our services and possible one-day closures of our service were avoided thanks to funds from Wates Foundation to cover staff holidays. Indeed, the fundraising by the Christmas Raffle and the Marathon Runners, as well as donations from a variety of individuals and groups helped to meet several un-funded costs of the charity during the year, particularly the small welfare disbursements to those most in need. We are greatly indebted to the Irish Youth Foundation and the Society of St. Vincent de Paul for assistance with welfare costs and the repatriation of people in desperate circumstances.

Irish Support and Advice Service

Trustees Report - continued

With no doubt, our charity is growing from strength to strength. We are attracting new members at a rate unprecedented in our long history and our volunteer numbers are rising. All the same, we are in greater need of your help than ever before. Our older generations in Britain are facing the appalling prospect of loneliness and despair in greater numbers than ever before. Never have so many of our fellow immigrants faced such isolation. In the face of this exceptional circumstance we must make new and dynamic efforts to respond.

In the coming year, we are preparing to increase our Outreach Program threefold. We have many committed volunteers and funders on board but we need more help than we have today. We ask for your help. How can you assist us? If you are prepared to offer your services free of charge, give time to be included in our planned volunteer programs or simply would like to make a donation, please do not hesitate to contact Jonathon McCafferty, our General Manager, or any member of our Committee Members or staff.

On a final note, I would like to thank our staff for their dedicated work during their year. As for our volunteers, nothing inspires us privileged trustees more than seeing their patience and skill at work. To Jonathon, Sandra, Val, Angela, Shane and all the volunteers our heartfelt thanks.

Results

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements. We are pleased to report an improvement in our financial position which allowed us to face the future with confidence as we fulfil our mission to the Irish community in need.

The Trustees

The Trustees who served the charity during the period were as follows:-

Mr M. Feerick	Chair	(appointed 12/04/96)
Mr R. Mulcahy	Vice-Chair	(appointed 14/12/95)
Mr K. O'Byrne	Treasurer	(Appointed 14/12/95)
Mrs M.C. Curtin	Trustee	(Appointed 25/04/96)
Mr Adrian Jones	Trustee	(Appointed 17/12/97)
Mrs E. Marron	Chair	(Appointed 14/12/95)
		(Resigned 18/09/97)
Mrs J. Mullane	Trustee	(Appointed 11/04/96)
Mr J. Reid	Trustee	(Appointed 05/12/96)
Mrs E. Tharpe	Trustee	(Appointed 09/12/96)
Mr J.A. Hennessy	Trustee	(Appointed 05/12/96)
Mr P. McNally	Trustee	(Appointed 01/05/96)

Mr P. McNally was appointed Secretary on 7th April 1997.

Irish Support and Advice Service
Trustees Report - Continued

Trustees' Responsibilities:-

Company Law requires the Members of the Committee to prepare Financial Statements for each financial year, which gives a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those Financial Statements, the Members of the Committee are required to select suitable accounting policies, as described on Page 11, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Members of the Committee must also prepare the Financial Statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business.

The Members of the Committee are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Members of the Committee are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution to re-appoint Michael Bell & Co. as Auditors for the ensuring year will be proposed at the Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

Signed on behalf of the Members of the Committee.

Patrick McNally
.....
Mr Patrick McNally (Company Secretary)

Auditors Report

To the Committee Members of

Irish Support and Advice Service

We have audited the financial statements on pages 8 to 15 which have been prepared under the historical cost convention and the accounting policies set out on page 11.

Respective responsibilities of Management Committee and Auditors:

As described on page 6, the Members of the Committee (who also act as Trustees for the charitable activities of the company) are responsible for the preparation of Financial Statements. It is our responsibility to form an independent opinion, based on our audit, on those Statements and to report our opinion to you.

Basis of Opinion:

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An Audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the Financial Statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the Financial Statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluate the overall adequacy of the presentation of information in the Financial Statements.

Opinion:-

In our opinion the Financial Statements give a true and fair view of the charity's affairs as at 31st March 1998 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Michael Bell & Co.
Registered Auditor & Chartered Accountant
56 St. James's Street
E17 7PE

MBell FCA

Irish Support and Advice Service

Statement of Financial Activities - Year Ended 31st March 1998

		<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>1998</u>	<u>Total</u> <u>Funds</u> <u>1997</u>
	<u>Note</u>				
<u>Incoming Resources:</u>		£	£	£	£
Donations		15,522	27,000	42,522	44,449
Grants receivable	(2)	100,372	52,640	153,012	110,129
Other income		5,248	0	5,248	2,675
<u>Total Incoming Resources</u>		<u>121,142</u> =====	<u>79,640</u> =====	<u>200,782</u> =====	<u>157,253</u> =====
<u>Resources Expended:</u>					
Direct charitable expenditure	(3)	64,676	74,855	139,531	128,703
Fundraising and publicity	(4)	1,403	0	1,403	2,264
Management & administration	(5)	43,897	0	43,897	49,112
<u>Total Resources Expended:</u>		<u>109,976</u> =====	<u>74,855</u> =====	<u>184,831</u> =====	<u>180,079</u> =====
 Net Movement of Reserves:-		11,166	4,785	15,951	(22,826)
Balances brought forward		17,044	7,715	24,759	47,585
Balances carried forward		<u>28,210</u> =====	<u>12,500</u> =====	<u>40,710</u> =====	<u>24,759</u> =====

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

Irish Support and Advice Service

Summary of Income and Expenditure Account

Year ended 31st March 1998

	<u>Notes</u>	<u>1998</u> £	<u>1997</u> £
<u>Income:-</u>		195,534	154,578
Total Expenditure:-	(6)	184,831	180,051
Operating Deficiency/Surplus	(7)	10,703	(25,473)
 <u>Other Income:</u>			
Interest receivable and similar income	(8)	5,248	2,675
Interest payable and similar charges	(9)	0	(28)
 <u>Net (Deficiency)/Surplus for the financial year:-</u>		<u>15,951</u> =====	<u>(22,826)</u> =====

The Charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

Irish Support and Advice Service

Balance Sheet as at 31st March 1998

<u>Fixed Assets:</u>	<u>Notes</u>	<u>1998</u> £	<u>1997</u> £
Tangible assets	10	2,046	6,682
<u>Current Assets:</u>			
Debtors	11	13,596	10,428
Cash at bank and in hand		64,919	34,341
		<u>78,515</u>	<u>44,769</u>
<u>Creditors: Amounts falling due within one year:-</u>	12	(39,851)	(26,692)
<u>Net Current Assets:</u>		<u>38,664</u>	<u>18,077</u>
<u>Total Assets Less Current Liabilities:-</u>		<u>40,710</u> =====	<u>24,759</u> =====
<u>Reserves:</u>			
Designated funds	13	20,425	23,000
Other Charitable funds		7,785	(5,956)
Restricted	14	12,500	7,715
		<u>40,710</u> =====	<u>24,759</u> =====

These financial statements were approved by the members of the committee on the 1998, and are signed on their behalf by:-

26th November, 1998.

.....
Mr M. Feerick

.....
Mr K. O'Byrne

.....
Mr P. McNally

Irish Support and Advice Service

Notes to the Financial Statements - Year ended 31st March 1998

1) Accounting Policies:-

Basis of Accounting:-

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards.

The Accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

The Charity has taken advantage of the exemption in F.R.S.1. from the requirement to produce a cash-flow.

Donations:

Voluntary income and donations are accounted for as received by the Charity.

Depreciation:

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and Fittings 20% reducing balance.

However, the Committee has reviewed the market value of the Assets and has decided in the light thereof, to write off £4,500 as a fair reflection thereof/

2) Grants Received:-

	<u>1998</u>	<u>1997</u>
	£	£
Other donations	36,500	0
DION	39,775	45,384
L.B. Hammersmith & Fulham	48,737	48,745
L.B. Hammersmith & Fulham Community Care	45,000	30,000
L.B.H. & F. Deferred Income	14,000	(14,000)
Ireland Fund	0	3,000
Ireland Fund deferred	3,000	(3,000)
L.B. Hammersmith & Fulham	(12,500)	0
Deferred income	(21,500)	0
	<u>153,012</u>	<u>110,129</u>
	=====	=====

Irish Support and Advice Service

Notes to the Financial Statements - Year ended 31st March 1998

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds 1998</u>	<u>Total Funds 1997</u>
3) <u>Direct Charitable Expenditure:</u>				
Provision of charitable services:-	£	£	£	£
Welfare	60,174	0	60,174	74,754
Outreach Fund	0	49,715	49,715	18,485
Community Care	0	25,140	25,140	28,433
	<u>60,174</u>	<u>74,855</u>	<u>135,029</u>	<u>121,672</u>
Support costs:				
Support costs	1,571	0	1,571	704
Repatriation	566	0	566	1,761
Welfare Disbursements	2,365	0	2,365	4,566
	<u>64,676</u>	<u>74,855</u>	<u>139,531</u>	<u>128,703</u>
	=====	=====	=====	=====
4) <u>Fundraising and Publicity: - all unrestricted</u>			<u>Total Funds 1998</u>	<u>Total Funds 1997</u>
			£	£
Appeals costs			1,175	2,058
Advertising costs			228	206
			<u>1,403</u>	<u>2,264</u>
			=====	=====
5) <u>Management & Administration:(all unrestricted)</u>				
Salaries			5,243	27,550
Office costs			32,240	18,114
Audit fees			1,150	1,850
Legal and other Professional			4,858	990
Cost of trustees' meetings			406	608
			<u>43,897</u>	<u>49,112</u>
			=====	=====

Irish Support and Advice Service

Notes to the Financial Statements - 31st March 1998

6) <u>Total Resources Expended:</u>	<u>Staff</u>		<u>Other</u>	<u>Total</u>
	<u>Costs</u>	<u>Depreciation</u>	<u>Costs</u>	<u>Funds</u>
	£	£	£	1998
Direct charitable expenditure	104,835	0	34,696	139,531
Fundraising and publicity	0	0	1,403	1,403
Management and administration	5,243	6,170	32,484	43,897
	<u>110,078</u>	<u>6,170</u>	<u>68,583</u>	<u>184,831</u>
	=====	=====	=====	=====

6a) <u>Other costs:</u>	<u>1998</u>	<u>1997</u>
	£	£
Premises	13,391	28,206
Audit fees	1,150	2,840
Other	24,498	16,789
Quality service review (non-recurring)	4,858	0
	<u>43,897</u>	<u>47,835</u>
	=====	=====

The aggregate payroll costs were:

	<u>1998</u>	<u>1997</u>
	£	£
Wages and Salaries	108,883	129,379
Other pension costs	1,195	1,195
	<u>110,078</u>	<u>130,574</u>
	=====	=====

Particulars of employees:

The average number of staff employed by the charitable company during the financial year amounted to:-

	<u>No.</u>	<u>No.</u>
Number of administrative staff	1	1
Front line staff	4	5
Part-time	1	0
	<u>6</u>	<u>6</u>
	=====	=====

7) <u>Operating (Deficit)/Surplus:-</u>	<u>1998</u>	<u>1997</u>
	£	£
Operating (deficit)/surplus is stated after charging:-		
Depreciation	6,170	1,670
Auditors remuneration - as auditors	1,150	1,850
	=====	=====

Irish Support and Advice Service

Notes to the Financial Statements - Year ended 31st March 1998

8) <u>Interest receivable and similar income:</u>	<u>1998</u>	<u>1997</u>
	£	£
Bank interest receivable	5,248	2,675
	=====	=====
9) <u>Interest payable and similar charges:</u>	£	£
Other interest and similar charges	0	28
	=====	=====
10) <u>Tangible Fixed assets:</u>		<u>Fixtures & Fittings</u>
Cost		£
At 1st April 1997		14,798
Additions		1,534
		=====
At 31st March 1998		16,332
		=====
<u>Depreciation:</u>		
At 1st April 1997		8,116
Charge for the year		1,670
Additional write-off		4,500
		=====
At 31st March 1998		14,286
		=====
<u>Net Book Value</u>		
31st March 1998		2,046
		=====
At 31st March 1997		6,682
		=====
	<u>1998</u>	<u>1997</u>
	£	£
11) <u>Debtors:</u>		
Trade debtors	13,596	10,428
	=====	=====
DION Grant for January to March 1998.		
	<u>1998</u>	<u>1997</u>
	£	£
12) <u>Creditors - amounts falling due within one year:</u>		
Trade creditors	764	1,080
Accruals	5,087	7,912
Deferred income	34,000	17,700
	=====	=====
	39,851	26,692
	=====	=====

The deferred income of £34,000 represents funds received for use in the following year.

Irish Support and Advice Service

Notes to the Financial Statements - Year ended 31st March 1998

	<u>1998</u>	<u>1997</u>
	<u>£</u>	<u>£</u>
13) <u>Designated Funds:</u>		
Designated fund	20,425	23,000
	=====	=====

These funds have been designated by the charity, to cover the cost of the winding up of its affairs, should it prove necessary.

	<u>Movement in resources:</u>			
14) <u>Restricted Funds:</u>	<u>Balance</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balances</u>
	<u>1/4/97</u>			<u>31/3/98</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Smurfit fund	0	10,000	(10,000)	0
Outreach fund	7,715	17,000	(24,715)	0
Outreach donor	0	15,000	(15,000)	0
LBH & F Community Care	0	37,640	(25,140)	12,500
	<u>7,715</u>	<u>79,640</u>	<u>(74,855)</u>	<u>12,500</u>
	=====	=====	=====	=====

The restricted outreach fund was set up by way of a donation.

The conditions of the donation stipulate that the income must be spent on the outreach project which accords with the intention of the Committee.

15) **Analysis of Net Assets between Restricted Funds:**

	<u>Tangible</u>	<u>Other net</u>	<u>Total</u>
	<u>Fixed assets</u>	<u>assets</u>	
	<u>£</u>	<u>£</u>	<u>£</u>
Restricted funds	0	12,500	12,500
Unrestricted funds	2,046	26,164	28,210
	<u>2,046</u>	<u>38,664</u>	<u>40,710</u>
	=====	=====	=====

16) **Explanatory Notes:**

Unrestricted Funds

Funds which are expendable at the discretion of the Trustees in pursuit of the objects of the charity.

Restricted Funds:

Funds which are subject to specific conditions, set out by the donor, but still within the objects of the charity.